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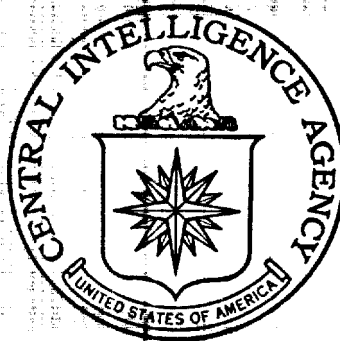
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PROCEDURES FOR THE COORDINATION AREA

PART I

PROCEDURES FOR THE ECONOMIC INTELLIGENCE COMMITTEE SECRETARIAT



DECEMBER 1955

CENTRAL INTELLIGENCE AGENCY

OFFICE OF THE CHIEF, COORDINATION

OFFICE OF RESEARCH AND REPORTS

SECRET

WARNING

This material contains information affecting the National Defense of the United States within the meaning of the espionage laws, Title 18, USC, Secs. 793 and 794, the transmission or revelation of which in any manner to an unauthorized person is prohibited by law.

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PROCEDURES FOR THE COORDINATION AREA

PART I

PROCEDURES FOR THE ECONOMIC INTELLIGENCE COMMITTEE SECRETARIAT

CENTRAL INTELLIGENCE AGENCY

Office of the Chief, Coordination

Office of Research and Reports

S-E-C-R-E-T

S-E-C-R-E-T

CONTENTS

	<u>Page</u>
I. Initiation of Coordinated Intelligence Reports and Surveys	1
1. Origin	1
2. Approval	2
3. Project Action Memorandum	2
4. Project and Survey Number Assignment	2
5. Periodic Surveys	2
6. Cancellation	3
II. Preparation of Coordinated Intelligence Reports and Surveys	4
1. Research and Preparation	4
2. Monitoring and Coordination	4
III. Submission and Review of Completed Coordinated Intelligence Reports and Surveys	4
1. Final Responsibility	4
2. Initial Acceptance	5
3. Submission for Review	5
4. Final Review	6
5. EIC Concurrence	6
6. Form of Issuance	6
7. Official Designation	6
8. Publication	7
9. Vital Materials Depository	7
IV. Submission of Periodic Activity Reports to the Economic Intelligence Committee and the Annual Progress Report to the Intelligence Advisory Committee	7
V. Coordination with Other Government Agencies and Offices .	8
1. Introduction	8
2. Agencies Outside of CIA	8
3. Other Offices of CIA	9
4. Special Relationships with CIA/ORR Personnel Assigned to EIC Activities	12

- iii -

S-E-C-R-E-T

S-E-C-R-E-T

	<u>Page</u>
VI. Designation and Clearance of Individuals	14
1. Introduction	14
2. Designation	15
3. Security Clearance	15
4. Authority to Receive Classified EIC Material	16

Attachments

Attachment A. EIC Procedures for the Initiation, Review, and Issuance of EIC Sponsored Studies	19
Attachment B. Project Action Memorandum	21
Attachment C. Sample Outline for the Preparation of EIC Periodic Activity Reports to the Economic Intelligence Committee	23
Attachment D. Suggested Details for Submission of Draft Papers to the EIC Secretariat for Review	25

- iv -

S-E-C-R-E-T

S-E-C-R-E-T

PROCEDURES FOR THE ECONOMIC INTELLIGENCE COMMITTEE SECRETARIAT

Reference: EIC-D-48, EIC Procedures for the Initiation, Review, and Issuance of EIC Sponsored Studies, dated 12 August 1953 (Attachment A).

Procedures for the Economic Intelligence Committee Secretariat will govern the following: (1) Initiation of Coordinated Intelligence Reports and Surveys, (2) Preparation of Coordinated Intelligence Reports and Surveys, (3) Submission and Review of Completed Coordinated Intelligence Reports and Surveys, (4) Submission of Periodic Activity Reports to the Economic Intelligence Committee and the Annual Progress Report to the Intelligence Advisory Committee, (5) Coordination with Other Government Agencies and Offices, and (6) Designation and Clearance of Individuals.

I. Initiation of Coordinated Intelligence Reports and Surveys.

1. Origin.

a. When there is need for a fully coordinated economic intelligence report or survey, particularly in support of some national intelligence issue, or when it is otherwise advantageous to focus the coordinated research capabilities of two or more departments on a single problem or issue, reports or surveys may be proposed for production as work projects under the Economic Intelligence Committee (EIC).

b. Requests for coordinated intelligence reports or surveys will ordinarily originate from the Intelligence Advisory Committee (IAC); the Office of National Estimates (CIA/ONE); or an individual member agency, associate agency, or subcommittee of the EIC. Such requests should be addressed in writing to the Executive Secretary of the EIC.

S-E-C-R-E-T

S-E-C-R-E-T

2. Approval.

Proposals for the preparation of coordinated intelligence reports or new surveys require the approval of the EIC representatives of the IAC agencies and of any associate member agencies that are directly concerned. It is the responsibility of the Executive Secretary of the EIC to "consult" these representatives and obtain their formal approval of, or comments on, the proposed project.

3. Project Action Memorandum.

Upon approval by the EIC, the EIC Secretariat will prepare a Project Action Memorandum (see Attachment B) which will indicate the assignment of the project to the appropriate subcommittee or to a special working group. Due dates will be indicated consistent with the priority of the project. The EIC representatives of the IAC agencies and the EIC representatives of any associate member agencies that are directly concerned will designate the members of the working group for their respective agencies. In all cases, copies of the Project Action Memorandum will be distributed to the EIC representatives of the IAC agencies, to the EIC representatives of any associate member agencies that are directly concerned, and to the chairman of the subcommittee or working group assigned. An information copy will also be sent to CIA/ORR, Projects Control Staff (St/PC).

4. Project and Survey Number Assignment.

a. In the case of proposed reports, a project number (P-#) will be assigned by the EIC Secretariat to each new undertaking at the time the Project Action Memorandum is issued. Successive drafts will be identified in series under this "P" number until assigned an official EIC designation as provided under III, 7, below.

b. All surveys will be given a number in the EIC-S series upon initiation and will retain this same series number throughout successive drafts and after official EIC review and acceptance for issue.

5. Periodic Surveys.

a. The EIC has already approved periodic preparation of the following surveys:

S-E-C-R-E-T

(1) "Surveys of professional personnel in the US Government engaged in economic research on Sino-Soviet Bloc and on non-Bloc areas." These surveys are prepared at irregular intervals (when agreed to be appropriate) by the EIC Secretariat with the assistance of the various member and associate agencies.

(2) "Surveys of internal and external (contract) governmental research projects in the field of foreign economics." These surveys are prepared (at least annually) by the EIC Secretariat with the assistance of the various member and associate agencies.

(3) "Surveys of priority research and collection deficiencies." The Priority Program for EIC Subcommittees (EIC-D-44 (Revised), 20 July 1953) directs the subcommittees to proceed with the preparation of surveys of priority gaps in research and collection in foreign economic intelligence on the Soviet Bloc. Each EIC subcommittee will prepare surveys for its respective area of specialized responsibility and submit these to the EIC Secretariat for assistance in editing and in final coordination of recommendations before formal submission to the EIC for its approval.

b. Since these periodic surveys are undertaken on a continuing basis, no formal Project Action Memorandum is required. In the case of surveys under 5a, (1) and (2), above, the EIC Secretariat will issue memoranda periodically requesting the contributing agencies to submit data for the preparation of these surveys for particular periods. Whenever significant changes in the coverage or method of presentation of such surveys are proposed, the Executive Secretary of the EIC will consult the EIC representatives of the agencies involved for their approval before current requests for data are actually disseminated. In the case of surveys under 5a, (3), above, these surveys will be reviewed annually and (if appropriate) brought up to date by the EIC subcommittees in consultation with the EIC Secretariat. The revised surveys will then be submitted to all EIC representatives concerned for noting of progress and for approval of any altered recommendations.

6. Cancellation.

EIC intelligence projects that have been requested by an individual member agency or associate agency of the EIC, or by an EIC subcommittee, may be cancelled by the concurrence of the EIC representatives of the IAC agencies and of any associate member agencies that

- 3 -

S-E-C-R-E-T

S-E-C-R-E-T

are directly concerned. If the projects were requested by the IAC or some other interagency group, cancellation may be recommended by the EIC representatives of the IAC agencies and of those associate member agencies that are directly concerned. All agencies involved will be formally notified of any cancellation of an EIC project.

II. Preparation of Coordinated Intelligence Reports and Surveys.

1. Research and Preparation.

a. A subcommittee or working group assigned to prepare a given coordinated intelligence report or survey (other than those listed in 1, b, below) will be responsible for the direction of research and the preparation of the draft report and may establish whatever subgroups are judged to be appropriate for working purposes.

b. The EIC Secretariat will be directly responsible for the periodic preparation of the coordinated intelligence surveys referred to in I, 5a, (1) and (2), above, with the assistance of those member and associate agencies whose work or staffs are to be included under such surveys.

2. Monitoring and Coordination.

The EIC Secretariat on behalf of the EIC will monitor the preparation of and supervise the coordination of all reports and surveys. Its duties in this capacity include:

a. Periodically reporting to the EIC on the status of all draft reports and surveys in progress or completed. (See Attachment C.)

b. Providing to subcommittees and working groups substantive and editorial guidance in the preparation of all draft reports.

III. Submission and Review of Completed Coordinated Intelligence Reports and Surveys.

1. Final Responsibility.

Final responsibility for the content and form of all coordinated intelligence reports and surveys rests with the EIC itself -- that is, with the EIC representatives of the IAC agencies and the EIC representatives of any associate member agencies that are directly concerned.

S-E-C-R-E-T

2. Initial Acceptance.

A draft report or survey prepared by an EIC subcommittee or working group must be accepted by a majority of the group before it has any official standing as an "accepted draft paper" of the producing group. In addition, the degree of concurrence or nonconcurrence must be clearly stated. (For detailed requirements for the submission of draft papers, see Attachment D.)

3. Submission for Review.

a. Upon submission of an accepted draft paper to the EIC for review, the producing group may recommend the form of issuance for the particular study. (See Attachment A.)

b. All accepted draft papers produced by EIC subcommittees and working groups are submitted to the EIC Secretariat for coordination and review before consideration by the EIC. The responsibilities of the EIC Secretariat in such a review include:

(1) Insuring that the analysis presented is consistent internally.

(2) Insuring that sound economic analytical techniques have been employed.

(3) Editing and otherwise improving the organization and presentation of material in drafts before final review by the EIC -- that is, by the EIC representatives of the IAC agencies plus the EIC representatives of associate member agencies that are directly concerned.

c. In the event that the EIC Secretariat feels that certain changes are required in the drafts submitted by the producing group, the EIC Secretariat will discuss these changes with appropriate representatives of that group before submitting the revised draft to the main committee of the EIC. If the EIC Secretariat and the producing group cannot agree, the draft proposed by the producing group will be sent to the EIC together with a separate statement of the Secretariat's comments and proposed revisions.

- 5 -

S-E-C-R-E-T

S-E-C-R-E-T

4. Final Review.

All accepted draft papers are finally reviewed by the EIC representatives of the IAC agencies and by the EIC representatives of associate member agencies that are directly concerned. The EIC Secretariat is responsible for coordinating the comments and changes which the various members have made and for incorporating agreed modifications into the finished paper. The degree of any nonconcurrency must be clearly indicated. In the event that any IAC or contributing non-IAC member wishes to dissent or to express reservations, these will be indicated in the transmitted report.

5. EIC Concurrence.

The EIC may concur formally in a report or survey at a meeting or by informal "interim action" by telephone or in consultation with the Executive Secretary of the EIC or his staff. All formal approvals are noted in the minutes of the meeting at which action is taken. Following concurrence by interim action, the EIC Secretariat will issue a memorandum indicating the date and extent of concurrence. A chronological list of all "interim actions" is kept on file in the EIC Secretariat.

6. Form of Issuance.

In the case of proposed reports, the EIC, as part of its official review, will determine whether a particular draft paper shall be issued as (a) a formal EIC report (EIC-R#), (b) an EIC subcommittee report (EIC-SR#), or (c) an EIC working paper (EIC-WP#), or (d) whether it shall remain in draft status. The general criteria guiding the EIC in determining the form of issuance for a particular study are detailed in Attachment A.

7. Official Designation.

When a report has been assigned an official designation by the EIC, the EIC Secretariat will assign a number to the report according to the established numbering system (the next consecutive number in the particular series).

S-E-C-R-E-T

8. Publication.

The EIC Secretariat is responsible for arranging the publication and distribution of all coordinated intelligence reports and surveys. (This is normally arranged through CIA/ORR facilities -- see V, 3 ff., below.)

9. Vital Materials Depository.

The Executive Secretary of the EIC will designate the material that is to be sent to the CIA Vital Materials Depository. A master list of all EIC material deposited in the repository is on file in the EIC Secretariat. Material that is for deposit is forwarded to CIA/ORR, Intelligence Information Staff (St/I).

IV. Submission of Periodic Activity Reports to the Economic Intelligence Committee and the Annual Progress Report to the Intelligence Advisory Committee.

The EIC Secretariat will submit periodic activity reports to the EIC representatives of the IAC agencies, including a recapitulation of the following:

1. All projects that have been completed or published during the period under consideration.
2. All special EIC activities that have been completed, continued, or initiated. (Such special activities include review of important intelligence papers and basic statistics by the substantive committees concerned, as well as continuing studies of selected organizational or operational problems in the foreign economic intelligence field.)
3. EIC projects in progress. The executive Secretary of the EIC will assist the Chairman of the EIC in the preparation of an annual progress report to the IAC, which will first be approved by the IAC members of the EIC. This report will be prepared on a fiscal year basis.

S-E-C-R-E-T

V. Coordination with Other Government Agencies and Offices.

1. Introduction.

The EIC Secretariat is an interagency service organization, provided as a service of common concern for the intelligence community by CIA, which also provides various administrative supports and "back-stopping." Under the immediate supervision of the Chairman and the Vice Chairman of the EIC, which offices are assigned "ex officio" to the AD/RR and the Ch/C/ORR, respectively, of CIA, the services of the Executive Secretary of the EIC and his staff are at the disposal of the EIC as a whole. Accordingly, the EIC Secretariat has special fiduciary responsibility for equally protecting the interests in EIC matters of each of the member and associate member agencies. The basic purpose of the EIC's operation is "coordination," and the above sections of these "procedures" specify the normal channels for the coordination of principal EIC activities and the role of the EIC Secretariat therein. All relationships are subject to proper personal security clearances (see VI, below). The broad principles governing working contacts of the EIC Secretariat with other agencies, other offices of CIA, and other parts of ORR are discussed in this section.

2. Agencies Outside of CIA.

Contacts with other agencies which are members or associate members of the EIC are ordinarily made through the representative of each agency on the main EIC or with his alternate. Direct contacts are also made as appropriate with the chairmen of various subcommittees and working groups who may be assigned to such chairmanships from other agencies. Contacts with the rank-and-file membership of subcommittees and working groups, however, will normally be made by the EIC Secretariat through the chairman or executive secretary of the group in question or by attendance at a subcommittee or working group meeting.

a. Relations with Principal EIC Representatives.

The various members of the EIC (and the associate members on matters in which their agencies have direct interest) are equal in status, and the responsibilities of the EIC Secretariat to each of them are accordingly identical. The special relationships of the EIC Secretariat toward the senior representatives of CIA on the main EIC are simply those of a committee's staff to its chairman and vice

- 8 -

S-E-C-R-E-T

S-E-C-R-E-T

chairman. Individual staff members report administratively through the Executive Secretary of the EIC to the Ch/C/ORR (the Vice Chairman), but this relationship does not reflect any differentiation in the responsibilities of the EIC Secretariat toward each of the member agencies. The Executive Secretary of the EIC is responsible for keeping all members (and associate members to the extent of their proper interest) fully informed as to the status of actions taken or pending; and, to the extent practicable, he will seek to brief all interested members prior to meetings on those problems expected to come before such meetings. In the coordination of specific papers, surveys, and special activities, the staff of the EIC Secretariat is acting for this purpose as the representative of each of the agencies concerned and will clear all matters of particular concern to a given agency with the appropriate EIC representative of that agency.

b. Relations with Subcommittee Chairmen.

The chairmen of all subcommittees and working groups are selected by the EIC from those qualified individuals who can be made available from any of the EIC member agencies involved. Once such an appointment has been made, the incumbent, when acting as chairman, represents all the member agencies participating in the activities of the group; and the relationship between the chairman and the EIC Secretariat is the direct one which obtains between a representative of the subcommittee and the secretariat of the senior committee to which that subcommittee reports; and it should not be regarded as an interagency relationship.

3. Other Offices of CIA.

The staff of the EIC Secretariat are employees of CIA/ORR and as individuals have the normal relationships with the administrative, personnel, training, security, and other offices of CIA. The functions of the EIC Secretariat as such are "backstopped" by CIA in a number of important respects, particularly in security matters and in the reproduction and distribution of papers and publications. (Security questions involving clearance of individuals are discussed under VI, below.) Major decisions of principle or substance regarding the reproduction and distribution of individual papers and publications (including releasability of material) are approved by the EIC members (or in minor matters by the EIC Secretariat)

S-E-C-R-E-T

after consultation of the EIC Secretariat with CIA/ORR, Publications Staff (St/PB), and CIA/ORR, Projects Control Staff (St/PC), as appropriate. The principle obtains that the final responsibility for decision as to the form and substance of publications and as to the treatment of security aspects (releasability of material) in publications rests with the EIC; wherein each of the member agencies, including CIA, must concur in the approval and release (outside the IAC community) of all material for which it is primarily responsible. The above-mentioned staff offices of CIA/ORR will "double check" the actions of the EIC Secretariat, calling its attention to nonconformities with the normal practices of the intelligence community (of CIA in particular). In general, the EIC Secretariat will seek to conform to normal CIA/ORR practices as a means of simplifying the "backstopping" of its work by CIA, and proposed deviations from such normal practices should be justified to the "backstopping" office in CIA in terms of special EIC circumstances.

a. Form and Substance of Papers and Publications.

The Executive Secretary of the EIC, in consultation with the other officers of the EIC and subject to the general guidance of the EIC as a whole, is responsible for form and for maintenance of the professional quality of all normal papers and drafts distributed through the EIC Secretariat. (Similarly the officers of all subcommittees and working groups are responsible for material distributed by them, subject to the over-all guidance of the Executive Secretary of the EIC.)

b. Distribution of Papers and Publications.

Distribution of final approved EIC publications will ordinarily be made through CIA, Office of Central Reference (OCR), under instruction by the EIC Secretariat, through CIA/ORR, St/PC. The EIC Secretariat will furnish CIA/OCR with all copies of such publications (other than the EIC Secretariat's file copies) and will transmit a written distribution list to CIA/OCR, through CIA/ORR, St/PC. CIA/OCR will make the actual distribution, reporting to the EIC Secretariat the identifying numbers of the copies in possession of each recipient. The EIC Secretariat will maintain the file record showing who has received each numbered copy disseminated. In the case of printed publications, actual reproduction is undertaken by CIA, Office of Logistics (OL), with final editing coordinated with CIA/ORR, St/PB. This editing and reproduction assistance is a service to the EIC by CIA, and the

- 10 -

S-E-C-R-E-T

S-E-C-R-E-T

EIC Secretariat has the final responsibility for approving or disapproving the form of any editorial changes proposed after EIC (or IAC) approval for printing.

c. Security Classification and Protection of the Content of Papers and Publications.*

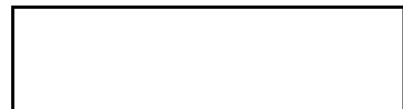
(1) The Executive Secretary of the EIC or the Principal Staff Economist of the EIC Secretariat must approve the security classification of all papers originating in the EIC Secretariat (the corresponding responsibility for subcommittee and working group papers and drafts will rest with the executive secretary of the group concerned who may, in case of doubt, consult with the staff of the EIC Secretariat). It is the responsibility of the individual analysts contributing to research papers or other draft documents for EIC purposes to see that the wording and classification of all papers properly protects the security of all sources and that material based on any higher security classification has been properly "sanitized."

(2) The normal procedure for authorizing the release of an EIC document that is not "national intelligence" to (a) an associate member agency not participating in the preparation of the requested document or to (b) any foreign government is as follows: All requests are referred to the EIC representatives of the IAC agencies and any associate member agencies that are directly concerned. When the EIC has reached a decision, the EIC Secretariat will issue a memorandum to those concerned, stating the decision on the releasability and indicating any reservations or modifications that are expressed. Copies of these memoranda will be kept in a chronological file in the EIC Secretariat. Any modifications or deletions that are directed by the EIC will be made by the EIC Secretariat, and the "sanitized" version of the EIC document approved for release will then be transmitted to CIA/ORR, St/PC, for dispatch through CIA/OCR.

(3) If it is decided that an EIC document is national intelligence, requests for release to a foreign government will similarly be referred to the EIC representatives of the IAC agencies and of any associate member agencies that are directly concerned for approval. Upon EIC approval, the EIC Secretariat will issue a memorandum to the

* Criteria to insure the protection of sources and methods may be found in NSC, CIA, and interagency regulations and directives:

NSCID 11



- 11 -

S-E-C-R-E-T

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S-E-C-R-E-T

IAC advising them of the EIC recommendation and requesting their concurrence in the release. (For a definition of national intelligence, see NSCID-3, paragraph I, E, 1.)

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4. Special Relationships with CIA/ORR Personnel Assigned to EIC Activities.

In addition to the support and "backstopping" of the EIC Secretariat by other CIA offices outlined in V, 1, above and in VI, below, a number of coordination problems arise from the assignment of CIA/ORR analysts to EIC subcommittees, working groups, or special activities.

a. EIC "Channels" for Officers of Subcommittees and Working Groups.

Where CIA/ORR personnel are assigned to EIC activities in the capacities of chairmen and executive secretaries of particular groups, their assignment carries with it the necessary authority for

- 12 -

S-E-C-R-E-T

S-E-C-R-E-T

discharging the "normal" duties of that office, and their communications with the EIC Secretariat are through a direct EIC channel.

b. Individual CIA/ORR Representatives.

EIC Secretariat contacts with individual members of subcommittees and working groups are ordinarily made through the officers of the working group or by attendance at meetings. Since, however, the Executive Secretary of the EIC and his principal staff officers are responsible for working closely with all subcommittees and working groups, they may be called upon to assist the chairman and/or executive secretary of such a group in working out problems within the group and in this function may be brought into direct personal contact with individual members from the various agencies. These contacts, however, are with the groups as interagency bodies, and the official EIC Secretariat contacts with individual agencies, as such, should ordinarily be through the principal EIC representatives. (Official contacts at subcommittee levels are similarly between the officers of individual subcommittees and designated agency representatives on that subcommittee.) For reconciling special responsibilities of EIC work with the regular continuing responsibilities of an individual to CIA/ORR, the following criteria are a general guide:

(1) Special responsibilities for the over-all coordination of economic intelligence have been laid on CIA in NSCID 15. To implement these responsibilities, the Director of Central Intelligence established the EIC, which the AD/RR serves as chairman. Accordingly, each employee of CIA/ORR who is assigned by the AD/RR to a given EIC office or to membership in a particular EIC subcommittee or working group is expected to set an example to other participants in his discharge of the normal responsibilities incident to his assignment. For those serving as officers in any EIC group, these responsibilities include taking the necessary time to provide initiative and leadership for the entire group and for the programming of group meetings and activities. In the case of rank-and-file members of subcommittees or working groups, it is expected that CIA/ORR employees will demonstrate particular initiative and cooperation in group meetings and activities and will actively contribute to the development of plans and programs for the group in its assigned area of responsibility for foreign economic intelligence.

- 13 -

S-E-C-R-E-T

S-E-C-R-E-T

(2) Where special research or other substantive work is to be undertaken by individual members of a subcommittee or working group, CIA/ORR employees should make certain that any additional workload involved has the approval of their superiors before making commitments. Insofar as practicable, proposals for the undertaking of special assignments (either for contributions to joint papers or for participation in special working groups) should be anticipated and clearance obtained prior to meetings at which assignments appear likely to be considered. This can be done informally and orally if the time required would not exceed a few hours, but it should be recorded formally and in writing if the time to be required appears substantial. (If acceptance of the additional assignment is questioned by the office to which the individual is assigned, arrangements should be made for consultation between that office and the Executive Secretary of the EIC before a final decision by the AD/RR.)

(3) Individual assignments concerning Economic Research Area (ERA) personnel, which involve research or written contributions that require the expenditure of more than 4 hours, should be reported to CIA/ORR, St/PR, to establish ERA approval for the project.

VI. Designation and Clearance of Individuals.*

1. Introduction.

a. Security clearance for any individual participating in EIC activities should be certified by the responsible security officer of the agency from which he has been assigned. The EIC Secretariat is responsible for maintaining the central record of security clearances. Subcommittee officers or any individuals who may be responsible for arranging meetings or contacting individuals for EIC purposes should assure themselves of the security clearances of all participating in such meetings, or of persons so contacted, with the EIC Secretariat. In general, meetings or contacts on EIC matters will conform to any special security regulations of the agency on whose premises the meetings or contacts take place.

b. Security clearance as such does not entitle an individual to EIC information. To receive such information or participate in EIC meetings or activities, an individual ordinarily must both be

* This section is based on earlier EIC security procedures which it now supersedes.

S-E-C-R-E-T

S-E-C-R-E-T

designated for that purpose by a member or associate member agency participating in EIC activities and be regularly certified as cleared to handle security information through TOP SECRET.

2. Designation.

Each participating agency has the right to designate its own representatives to the EIC and to all subcommittees and working groups in whose activities it is involved. Notification of the designation of a representative to the EIC is made to the Executive Secretary of the EIC -- normally by the officer of that agency who speaks for it on the IAC. Designation of an individual to an EIC subcommittee or an EIC working group is ordinarily made to the Executive Secretary of the EIC by the EIC representative of the agency in question. Subcommittee members may in turn designate (to the executive secretary of that subcommittee) representatives of subcommittee working groups. In each case, the EIC Secretariat should be immediately informed, since it maintains the complete file of all designations and of all security clearances. The EIC Secretariat is responsible for keeping the EIC members informed as to changes in the list of accredited representatives to subcommittees and working groups, but the designation of representatives by the appropriate officer or member or associate member agency is not subject to confirmation by the membership of the EIC or of the subcommittee or working group concerned.

3. Security Clearance.

a. Regular continuing participation in any EIC activity requires clearance through TOP SECRET, which should be confirmed in advance.

b. In special cases, alternate members or consultants to a subcommittee or working group may be cleared only through SECRET. When such individuals are present, it is the responsibility of the presiding officer or the senior EIC representative present to clearly announce a security limitation of SECRET for all material presented or discussed while such individuals are present.

c. Ad hoc designations and clearances for attendance at single meetings may be transmitted directly to the individual responsible for the meeting involved when time does not permit clearance through the

- 15 -

S-E-C-R-E-T

S-E-C-R-E-T

regular EIC Secretariat channel. Similar clearances for limited contacts on EIC matters outside of meetings may be arranged by verification of the security clearance of the individual so contacted through the security office of the individual making the contact. Any such ad hoc clearances should be confirmed in writing to the EIC Secretariat as soon as practicable.

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b. The general principles governing distribution of classified material through EIC channels are set forth in V, 2 and 3, above. It may ordinarily be assumed that participants in EIC activities designated by agencies which are members of the IAC are entitled to receive

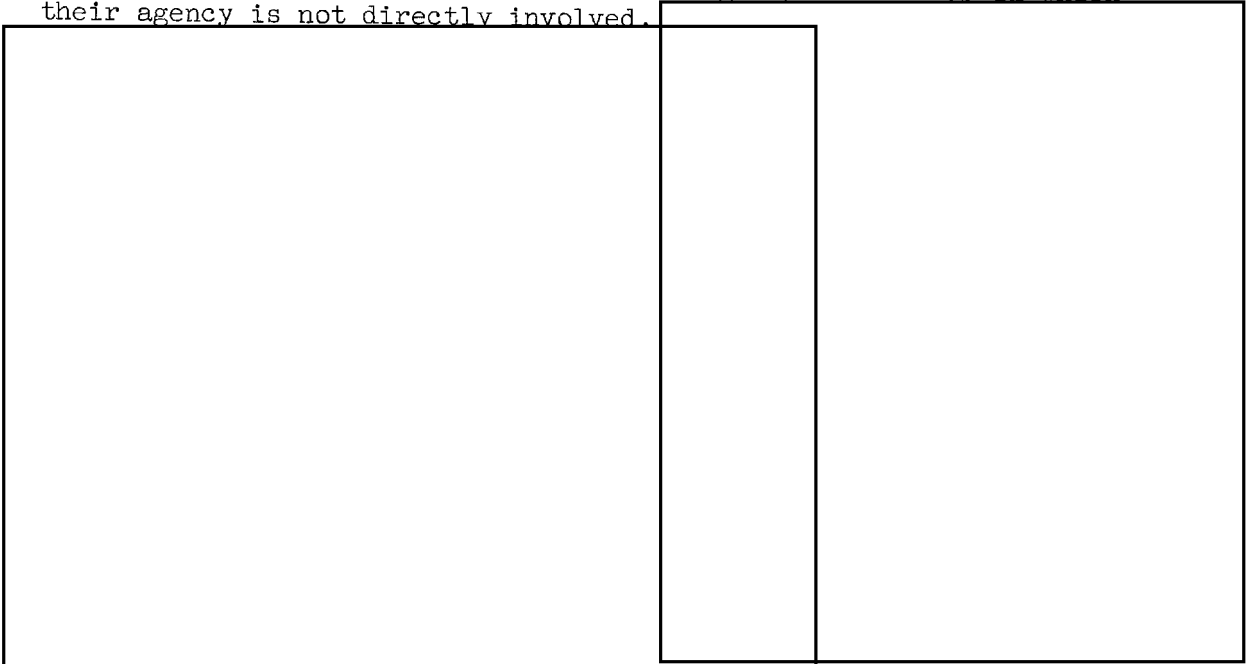
- 16 -

S-E-C-R-E-T

S-E-C-R-E-T

all material from the groups to which they are attached. It is then the responsibility of these individuals to see that such material is properly handled and stored.

c. It should generally be assumed that participants in EIC activities who are designated by non-IAC agencies do not have a "need to know" detailed information about group activities in which their agency is not directly involved.



25X1

- 17 -

S-E-C-R-E-T

25X1

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Next 1 Page(s) In Document Exempt

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S-E-C-R-E-T

ATTACHMENT B

ECONOMIC INTELLIGENCE COMMITTEE

Project Action Memorandum

Project No: P-#

Security Classification:

TITLE:

REQUESTOR:

Statement of Problem and Terms of Reference:

Problem:

Terms of Reference:

Assigned to:

Participating Members:

Due Date:

Date Approved by EIC: _____

- 21 -

S-E-C-R-E-T

S-E-C-R-E-T

ATTACHMENT C

SAMPLE OUTLINE FOR THE PREPARATION OF EIC PERIODIC ACTIVITY REPORTS
TO THE ECONOMIC INTELLIGENCE COMMITTEE

1. The EIC Secretariat will prepare periodic Activity Reports (including annual and semiannual reports) for the EIC representatives of the IAC agencies.

2. The following details should ordinarily be included for each project:

- a. Project number
- b. Title
- c. Requestor
- d. End use (contribution to a national estimate, etc.)
- e. An indication of the producing group -- EIC Subcommittee
or Working Group
- f. Current status
- g. Future schedule

3. The following examples indicate the format used in reporting projects or special activity:

- a. An example of a completed project:

EIC-R-3 Generalized Assessment of Economic Damage to the Soviet Bloc in the Event of a Complete Severance of East-West Trade

Status: Study completed for CIA/ONE as a contribution to NIE-59. The summary paper covering the effects on the Bloc was approved by the EIC by interim action in August 1953. The paper relating to the effects on the West is not to be published. The five unapproved draft appendixes, prepared in support of the Bloc study, were filed in the EIC Secretariat and are available upon request.

Schedule: Published on 31 August 1953.

- 23 -

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ATTACHMENT D

SUGGESTED DETAILS FOR SUBMISSION OF DRAFT PAPERS
TO THE EIC SECRETARIAT FOR REVIEW

Reference: EIC-D-59, Memorandum on Suggestions for Subcommittee Secretariat, dated 2 February 1954.

Whenever a subcommittee or working group submits a draft paper to the EIC Secretariat for review, a letter of transmittal containing the following information will be attached:

1. The degree of concurrence or nonconcurrence must be clearly stated. In the event that any full member or interested associate member wishes to dissent or to express reservations, these shall be noted. If the paper is being recommended for issuance as a working paper, the reasons must be clearly stated.
2. Date of concurrence. Indicate whether the document was concurred in at a subcommittee or working group meeting (in case of the subcommittee, refer to the appropriate minutes) or by some informal means (interim action) -- for example, telephone concurrence (in which case the date of complete concurrence should be given).
3. List of contributing agencies and working group members.

This list should indicate which of the contributing agencies made a major contribution and which agencies made substantive criticisms. The listings of the working group members should indicate the name of the chairman of the producing group.

- 25 -

S-E-C-R-E-T

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